

## **Hazardous Waste (Biennial) Report Packet Supplementary Directions (Hereafter biennial report)**

**GENERAL INFORMATION:** Part 111, Hazardous Waste Management of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, and Subtitle C of the Federal Resource Conservation and Recovery Act of 1976, as amended (RCRA referenced 40 CFR), and any administrative rules or regulations promulgated pursuant to these acts have requirements regarding the submittal of the biennial report require the submittal of the report by March 1 of each even numbered year.

**BIENNIAL REPORTING PACKATE:** The complete package includes the following items:

1. Site Identification Verification Form
2. Generator Manifest Confirmation Form
3. On-site Waste Generation and Management Form
4. TSD Manifest Confirmation Form for manifests received without legible management method codes.
5. TSD Monthly Operating Report Confirmation Form for reports received without management method codes.

If any items are missing from your package, please contact the MDEQ at 517-335-2690 and ask for someone in the Site Notification Unit.

**SITE IDENTIFICATION VERIFICATION FORM INSTRUCTIONS:** Please review the pre-populated information shown on the Form. This is the most recent data the MDEQ has on file for the site at this location. You are required to return the Form to the MDEQ reflecting any corrections or additions and your current hazardous waste activities.\* All returned Forms must have the corrections noted in the shaded boxes provided, have the appropriate activities indicated in Part X, be **signed and dated**, and be mailed with the rest of the biennial reporting packet back to the MDEQ. For security reasons, your nine-digit tax identification number (federal identification number) is denoted by the first two digits, then XXXs and the last two digits. Complete line-by-line instructions for this Form are available on the Internet at [http://www.michigan.gov/deq/0,1607,7-135-3312\\_4118\\_4240-9198--,00.html](http://www.michigan.gov/deq/0,1607,7-135-3312_4118_4240-9198--,00.html).

[\*Note: the date the form is signed will be the date used to designate when the indicated site activity in Part X began. If the site activity is the same as previous years the date just indicates a verification of the data. However, if there is a change in the activity status under 10.A.1. a-c or 10.C.1, 2, 4, or 5 from your current activity, the actual date of the change could impact user fee invoice packets. In this case please indicate the actual date of the site activity change reflected on this form. To determine the current site activity please go to the public web site at <http://www.deq.state.mi.us/WDSPI/>. ]

Please be sure to check the appropriate box(es) under reason for the submittal. You need to indicate the form is being submitted as a component of the biennial report and as a subsequent or as an initial notification. Indicate this is a subsequent notification unless:

- » The site identification number is assigned to a previous business/facility or operator/owner at this site's location. If you are not the business/facility or owner/operator indicated pre-populated on this form you must notify the MDEQ and obtain a Site Identification Number by indicating that this is the initial notification for this site.
- » If you moved to a location, other than the one pre-populated on the form, you must submit an initial notification for the new location.

[Note: A user charge of \$50. is required to be submitted with the form if this is an initial notification, please contact the MDEQ for further instructions.]

Please verify that we have the complete legal name of the facility and that any division, plant number, d/b/a, or other site name is indicated as the site specific name.

Enter the NAICS (North American Industrial Classification Standard Code) that applies to the whole facility on this site. You can obtain NAICS codes from the following sources:

- NAICS web site at <http://www.census.gov/epcd/www/naics.html> or <http://www.naics.com>
- Income tax form 1120 series
- Some libraries

For location or mailing address please verify we have the complete street address which may include, for example, "street", "avenue", "north or N", or some other description, in address line 1. If there is additional information such as a suite, building, or site number, please enter the data in address line 2.

If the site does not have an actual location street address, such as in the case of a spill, then please enter in the latitude and longitude to the specificity of five decimal points in address line 1 and the closest street name in address line 2. The State, Province, or Subdivision is a postal code two-letter abbreviation.

In some cases the site does not have staff on-site at all times or the site was the location of a spill. In that case enter in UNMANNED if the site does not have employees normally working there (e.g., utility site) or REMEDIATION if the site was the location of a spill or release that did not at a normal business address.

It is very important that an accurate record of owners and operators of the site when hazardous or liquid industrial waste was generated, are recorded correctly and with accurate dates. This data is used to match all other data (e.g., compliance) to the specific facility/business. On the pre-populated form there may be a date of 1/1/1970 which is a place holder date and should be corrected to the most accurate date available.

**GENERATOR MANIFEST CONFIRMATION FORM INSTRUCTIONS:** Please review the manifest information provided in your package. You must correct the pre-populated data or enter any missing data for 11. UN/NA; 12. Container No. & Type; 13, Total Quantity; 14. Unit Wt/Vol; and I. Waste No. You are also required to enter in the Source for all hazardous waste.

**ON-SITE WASTE GENERATION AND MANAGEMENT FORM:** If hazardous waste was generated and managed on-site this form must be completed for each waste stream, unless this activity is reported on the monthly operating report submitted by treat, storage, or disposal facilities (TSDFs).

**CONTACTING THE MDEQ:** If you have questions regarding any of the forms please contact the MDEQ at 517-335-5318 and leave a message, as appropriate given the menu options. If you need assistance regarding your site activity, District staff are available to help you. You can contact the District directly; you can obtain their telephone number on the web at [Locations](#) or by calling the menu telephone number above, pressing 4 for our receptionist, and asking for District staff.

## **CODES USED IN THE REPORT**

**Source codes** describe the type of process or activity (i.e., source) from which a hazardous waste was generated. Review the groups and pick the appropriate code.

### **Wastes from Ongoing Production and Service Processes (waste from general day to day manufacturing, production, or maintenance activities)**

G01 Dip, flush or spray rinsing (using solvents to clean or prepare parts or assemblies for further processing - i.e. painting or assembly)

G02 Stripping and acid or caustic cleaning (using caustics to remove coatings or layers from parts or assemblies)

G03 Plating and phosphating (electro- or non-electroplating or phosphating)

G04 Etching (using caustics or other methods to remove layers or partial layers)

G05 Metal forming and treatment (pickling, heat treating, punching, bending, annealing, grinding, hardening, etc.)

G06 Painting and coating (manufacturing, building, or maintenance)

G07 Product and by-product processing (direct flow of wastes from chemical manufacturing or processing, etc.)

G08 Removal of spent process liquids or catalysts (bulk removal of wastes from chemical manufacturing or processing, etc.)

G09 Other production or service-related processes from which the waste is a direct outflow or result (specify in comments)

### **Other Intermittent Events or Processes**

G11 Discarding off-specification or out-of-date chemicals or products (unused chemicals or products - corresponds to P and U hazardous waste codes)

G12 Lagoon or sediment dragout and leachate collection (large scale operations in open pits, ponds, or lagoons)

G13 Cleaning out process equipment (periodic sludge or residual removal from enclosed processes including internal scrubbing or cleaning)

G14 Removal of tank sludge, sediments, or slag (periodic sludge or residual removal from storage tanks including internal scrubbing or cleaning)

G15 Process equipment change-out or discontinuation of equipment use (final materials and residuals removal including cleaning)

G16 Oil changes and filter or battery replacement (automotive, machinery, etc)

G19 Other one-time or intermittent processes (specify in comments)

### **Pollution Control and Waste Management Process Residuals**

G21 Air pollution control devices (baghouse dust or ash from stack scrubbers or precipitators; vapor collection, etc.)

G22 Laboratory analytical wastes (used chemicals from laboratory operations)

G23 Wastewater treatment (sludge, filter cake, etc., including wastes from treatment before discharge by NPDES or POTW or by UIC disposal)

G24 Solvent or product distillation or recovery (sludge, waste solvent, bottoms, from recovery/recycling of used product)

G25 Hazardous waste management - indicate management method (for residuals from regulated hazardous waste treatment processes - enter the related H code)

G26 Leachate collection (from landfill operations or other land units)

G27 Hazardous residual from treatment or recovery of universal waste

### **Spills and Accidental Releases**

G31 Accidental contamination of products, materials, or containers (other than G11)

G32 Cleanup of spill residues (infrequent, not routine)  
G33 Leak collection and floor sweeping (ongoing, routine)  
G39 Other cleanup of current contamination (specify in comments)

#### **Remediation of Past Contamination**

G41 Closure of hazardous waste management unit under RCRA  
G42 Corrective action at a solid waste management unit under RCRA  
G43 Remedial action or emergency response under Superfund  
G44 State program or voluntary cleanup  
G45 Underground storage tank cleanup  
G49 Other remediation (specify in comments)

#### **Waste Not Physically Generated On Site**

G61 Hazardous waste received from off site for storage/bulking and transfer off site for treatment or disposal

For codes G63 - G75

Hazardous waste received from a foreign country (other than a foreign Department of Defense site, Maquiladora, U.S. territory or protectorate). This site was the generator of record and is the U.S. Importer.

Enter the appropriate code from the list below -

G63 Hazardous waste received from Antarctica  
G64 Hazardous waste received from Aruba  
G65 Hazardous waste received from Bahamas  
G66 Hazardous waste received from Belgium  
G67 Hazardous waste received from Brazil  
G68 Hazardous waste received from Canada  
G69 Hazardous waste received from Holland  
G70 Hazardous waste received from Malaysia  
G71 Hazardous waste received from Mexico  
G72 Hazardous waste received from New Zealand  
G73 Hazardous waste received from Taiwan  
G74 Hazardous waste received from Venezuela  
G75 Hazardous waste received from other foreign country - see Comments for country name

**Management Method codes** describe the type of hazardous waste management system used to treat, recover, or dispose of a hazardous waste. Select the final substantive method used. Review the groups and pick the appropriate code.

#### **Reclamation and Recovery**

H010 Metals recovery including retorting, smelting, chemical, etc.  
H020 Solvents recovery (distillation, extraction, etc)  
H039 Other recovery or reclamation for reuse including acid regeneration, organics recovery, etc. (specify in comments)  
H050 Energy recovery at this site - used as fuel (includes on-site fuel blending before energy recovery; report only this code)  
H061 Fuel blending prior to energy recovery at another site (waste generated either on site or received from off site)

#### **Destruction or Treatment Prior to Disposal at Another Site**

H040 Incineration - thermal destruction other than use as a fuel (includes any preparation prior to burning)  
H071 Chemical reduction with or without precipitation (includes any preparation or final processes for consolidation of residuals)  
H073 Cyanide destruction with or without precipitation (includes any preparation or final processes

for consolidation of residuals)

H075 Chemical oxidation (includes any preparation or final processes for consolidation of residuals)

H076 Wet air oxidation (includes any preparation or final processes for consolidation of residuals)

H077 Other chemical precipitation with or without pre-treatment (includes processes for consolidation of residuals)

H081 Biological treatment with or without precipitation (includes any preparation or final processes for consolidation of residuals)

H082 Adsorption (as the major component of treatment)

H083 Air or steam stripping (as the major component of treatment)

H101 Sludge treatment and/or dewatering (as the major component of treatment; not H071-H075, H077, or H082)

H103 Absorption (as the major component of treatment)

H111 Stabilization or chemical fixation prior to disposal at another site (as the major component of treatment; not H071-H075, H077, or H082)

H112 Macro-encapsulation prior to disposal at another site (as the major component of treatment; not reportable as H071-H075, H077, or H082)

H121 Neutralization only (no other treatment)

H122 Evaporation (as the major component of treatment; not reportable as H071-H083)

H123 Settling or clarification (as the major component of treatment; not reportable as H071-H083)

H124 Phase separation (as the major component of treatment; not reportable as H071-H083)

H129 Other treatment (specify in comments; not reportable as H071-H124)

## **Disposal**

H131 Land treatment or application (to include any prior treatment and/or stabilization)

H132 Landfill or surface impoundment that will be closed as landfill (to include prior treatment and/or stabilization)

H134 Deepwell or underground injection (with or without treatment; this waste was counted as hazardous waste)

H135 Discharge to sewer/POTW or NPDES (with prior storage - with or without treatment)

## **Transfer Off Site**

H141 The site receiving this waste stored/bulked and transferred the waste with no treatment or recovery (H010-H129), fuel blending (H061), or disposal (H131-H135) at that receiving site.

## **UNIT OF MEASURE AND DENSITY**

1 Pound

2 Short tons (2,000 pounds)

3 Kilograms

4 Metric tonnes (1,000 kilograms)

5 *Gallons*

6 *Liters*

7 *Cubic yards*

Report the density only if you entered code 5, 6, or 7 for the unit of measure. Provide the density either in pounds per gallon (lbs/gal) or specific gravity (sg) and mark the appropriate box to indicate which measure was used.